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5 **DMTF Process for Working Bodies**

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36 This document's normative language is English. Translation into other languages is permitted.

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124

Introduction

125 *DMTF Process for Working Bodies* (DSP4014) was prepared by the Process and Incubation Committee.
126 This document defines the process governing DMTF bodies (Committees, Working Groups, Forums, and
127 Chapters) and documents. It is targeted to all DMTF members as a framework to facilitate the DMTF's
128 work.

129 It does not define the process for all DMTF bodies and activities. Please refer to the DMTF Policies page
130 at <http://dmf.org/about/policies> for a complete list.

131 The defined processes outlined in this document include:

- 132 • Body and sub-Body formation, structure, chartering, quiescing and dissolution
- 133 • Body membership and participation
- 134 • Meeting requirements and guidelines
- 135 • Chair, co-chair and vice-chair models and selection
- 136 • Voting and Ballots
- 137 • Supporting organizational processes
- 138 • Common rules and procedures
- 139 • DMTF document release process, comment resolutions and change requests
- 140 • DMTF management initiatives
- 141 • Information access
- 142 • Approval processes

143

DMTF Process for Working Bodies

144 1 Scope

145 This document defines DMTF processes governing the formation, structure, and activities of DMTF
146 Bodies and the DMTF Release Process for DMTF documents, including:

- 147 • Documents that are intended to become DMTF Standard Documents
- 148 • Documents that are intended to become DMTF Informational Documents
- 149 • Schemas
- 150 • Source codes

151 2 Normative references

152 The following documents, in whole or in part, are normatively referenced in this document and are
153 indispensable for its application. For dated references, only the edition cited applies. For undated
154 references, the latest edition of the referenced document (including any amendments) applies.

155 Policies that may be found on <http://dmf.org/about/policies>:

- 156 • DMTF Bylaws
- 157 • DMTF Patent and Technology Policy
- 158 • DMTF DSP4003 – DMTF Alliance Partnership Process

159 Charter Template

160 Document Request Template (DR)

161 ISO/IEC Directives Part 2 – Rules for the structure and drafting of International Standards

162 ISO 639-1:2002 – Codes for the representation of names of languages – Part 1 Alpha-2 code

163 3 Terms and definitions

164 In this document, some terms have a specific meaning beyond the normal English meaning. Those terms
165 are defined in this section.

166 The terms "shall" ("required"), "shall not," "should" ("recommended"), "should not" ("not recommended"),
167 "may," "need not" ("not required"), "can" and "cannot" in this document are to be interpreted as described
168 in [ISO/IEC Directives, Part 2](#), Annex H. The terms in parentheses are alternatives for the preceding term,
169 for use in exceptional cases when the preceding term cannot be used for linguistic reasons. Note that
170 [ISO/IEC Directives, Part 2](#), Annex H, specifies additional alternatives. Occurrences of such additional
171 alternatives shall be interpreted in their normal English meaning.

172 3.1

173 Alternate Voter

174 Any person eligible to vote in a particular Body who is not identified in the roster of that Body as the
175 Primary Voter.

- 176 **3.2**
177 **Ballot**
178 A vote by any means.
- 179 **3.3**
180 **Board of Directors**
181 **Board**
182 A group of persons, as defined in the [DMTF Bylaws](#), chosen to govern the affairs of the corporation.
- 183 **3.4**
184 **Body**
185 A substitution for Committee, Forum, Chapter, or Working Group.
- 186 **3.5**
187 **DMTF Document**
188 Any published material released by the DMTF.
- 189 **3.6**
190 **DSP Identifier**
191 An identifier assigned to most DMTF documents.
- 192 **3.7**
193 **DMTF Standard**
194 A DMTF document of a normative nature that addresses a specific problem domain and has been
195 released by the DMTF.
- 196 **3.8**
197 [Document Request](#)
198 **DR**
199 The template that is used to obtain, take ownership or return DSP identifiers.
- 200 **3.9**
201 **Editing Body**
202 The Committee or Working Group assigned editorial responsibility for any given document.
- 203 **3.10**
204 **Electronic Ballot**
205 A Ballot conducted electronically following the procedures defined herein.
- 206 **3.11**
207 **IP Solicitation**
208 A notification to membership, consistent with the DMTF Patent Policy that solicits response of essential
209 patent claims that relate to the subject document.
- 210 **3.12**
211 **Parent Body**
212 DMTF Body immediately above the current body in the hierarchy of DMTF Bodies.

213 **3.13**

214 **Primary Voter**

215 The person eligible to vote in a Body that has been identified in the roster of that Body as the primary
216 voter. There may only be one Primary Voter representing any Member. A Member may elect to identify
217 different persons as the Primary Voter in each Body in which it may vote.

218 **3.14**

219 **Process Document**

220 Any document produced by the DMTF that defines the policies and procedures that apply to the DMTF.

221 **4 Symbols and abbreviated terms**

222 The following abbreviations are used in this document.

223 **4.1**

224 **DMTF**

225 Distributed Management Task Force

226 **5 DMTF Committees, Working Groups, Forums, and Chapters**

227 **5.1 Structure and introduction**

228 Bodies in the DMTF are arranged in a hierarchical structure rooted at the Board. Bodies reporting to the
 229 Board are called Committees and operate as Other Committees in accordance with the [DMTF Bylaws](#).
 230 Working Groups and Chapters report to Committees. Forums may report to any Body. The Body to which
 231 a Body reports is referred to as its Parent Body.

232 Every Body has a Board-approved charter that defines its scope.

233 Procedures common to all Bodies are described in Section 5.8 and apply unless more specific guidance
 234 is provided in this section.

235 **5.2 Membership levels, roles, voting, and participation**

236 As determined by Board resolution and documented herein, membership is divided into various levels
 237 that determine permissible roles, participation and voting rights within Bodies, as listed in Table 1 –
 238 Membership levels. Additional requirements may be documented in a specific Body’s Rules of Procedure.

239 **Table 1 – Membership levels**

Role or right	Leadership	Participation	Designated Alliance-Partner Representative	Academic Alliance-Partner Representative
Chair Committees	Yes	No	No	No
Vote in Committees	Yes	No	No	No
Participate in Committees	Yes	No	No	No
Chair Work Groups	Yes	No	No	No
Vote in Work Groups	Yes	Yes	No	No
Participate in Work Groups	Yes	Yes	No ¹	No ¹
Serve as a Forum Officer	Yes	No	No	No
Vote in Forums	Yes	Yes	No	No
Participate in Forums	Yes	Yes	No ¹	No ¹
Vote in Chapters	Yes	Yes	No	No

¹ Alliance Partner and Academic Alliance Partner level members may apply to participate in specific Working Groups or Forums in their application. The Board establishes specific participation at the time of application approval.

Role or right	Leadership	Participation	Designated Alliance-Partner Representative	Academic Alliance-Partner Representative
Participate in Chapters	Yes	Yes	No	No
Observe ²	Yes	Yes	No	No

240 Member representatives are eligible for the role or right in any particular Body provided that the Member
241 is of a suitable membership level, meets the requirements of a Body's Rules of Procedure, if any, and the
242 representative has been admitted to the membership roll of that Body.

243 DMTF Fellows may act in any role in any Body as designated by the Board.

244 DMTF expects as much continuity in representation as possible.

245 Members are encouraged to participate in any and all Bodies where they can actively contribute.

246 5.3 Committees

247 The Board of Directors is responsible for the creation and termination of Committees. Committees focus
248 on specific aspects of the work and mission of the DMTF and are responsible for the development of
249 DMTF marketing programs, technologies, and initiatives.

250 5.3.1 Committee chair

251 Committee chairs are appointed by the Board of Directors.

252 5.3.1.1 Committee vice-chair

253 All Committees must have a vice-chair. It is the vice-chair's responsibility to serve in the place of the chair
254 should the chair be temporarily unable to fulfill the duties and responsibilities required of the chair.
255 Committee vice-chairs are elected by the Committee according to the process in section 5.8.2, with the
256 clarification that both the Parent Body and the Body referenced in that section are the Committee (thus
257 the Board of Directors is not directly involved). The vice-chair must be a voting participant of the
258 committee prior to the election.

259 5.4 Working Groups

260 Committees form Working Groups, consistent with the committee's charter.

261 To exist, a Working Group must have current unfulfilled goals and a charter. A Working Group can be
262 considered active regardless of whether scheduled teleconferences occur or change requests are
263 submitted.

264 5.4.1 Working Group chair

265 Eligible Member representatives may chair a Working Group.

- 266 1) The Working Group chair is a member of the parent committee, but may not vote unless
267 otherwise eligible. A person may chair or co-chair more than one Working Group.
- 268 2) Working Groups that do not have co-chairs are encouraged to have vice-chairs. If a Working
269 Group has a vice-chair, it is the vice-chair's responsibility to serve in the place of the chair

² Observer roles exist only if permitted by the Body's Rules of Procedure

- 270 should the chair be temporarily unable to fulfill the duties and responsibilities required of the
271 chair. There are no restrictions on the number of Working Groups that a person may vice-chair.
- 272 3) Subsequent elections for a Working Group chair follow the process defined in section 5.8.2.
- 273 4) In the unlikely event that a Working Group chair is unable to fulfill the responsibilities of the
274 position and has not resigned, Working Group participants from three separate Leadership
275 Members may submit a request to the parent Committee that a new election be held. The
276 request must be submitted in writing, either via email or hard copy. The request is then voted in
277 the parent Committee. Prior to initiating the request, Working Group members are strongly
278 encouraged to attempt to resolve their concerns directly with the Working Group chair.

279 **5.5 Forums**

280 A Body may create Forums. Forums focus on issues in specific areas of the Body's charter. Forums are
281 different from Working Groups in that Forums pursue work that is interesting to a subset of DMTF
282 members and may collect and disperse monies, within the rules and regulations of the [DMTF Bylaws](#),
283 from this subset of the DMTF membership to succeed at their stated mission. As such, membership in a
284 Forum may be restricted to DMTF members who fulfill key requirements like paying special dues or a
285 Forum membership fee. Forums may exist for any purpose within these guidelines and the [DMTF Bylaws](#).
286 Forums are intended to be self-funding (that is, they are responsible for collecting monies to pay for
287 programs or initiatives they seek to deliver), but may request funds from their Parent Body.

288 Forums may still be considered active regardless of whether scheduled teleconferences occur or change
289 requests are submitted. It is necessary that Forums have current unfulfilled goals and charters to exist.

290 **5.5.1 Forum officers**

291 Forums may establish the cadre of officer positions needed to govern; however, each Forum must at
292 least have a chair. Officer positions may include but are not limited to chair, vice-chair, treasurer, or
293 secretary. Leadership Members who pay applicable Forum dues are eligible to be an officer in a Forum.
294 No other categories of membership have the right to be an officer in a Forum. The Forum chair is a
295 member of the sponsoring Committee, but may not vote unless otherwise eligible. The chair is
296 responsible for leading other officers that are elected to the Forum. Officers in a Forum should be elected
297 every two years. In the event that an officer in a Forum resigns or can no longer fulfill the obligations of
298 the office, a new officer is selected according to the process defined in section 5.8.2.

299 **5.5.2 Collection of membership dues and fees; accounting services**

300 Collection of dues and fees, banking services, and other accounting services are provided to the Forum
301 from DMTF central services. All Forum memberships will align with the DMTF's membership cycle and
302 fiscal year, and follow DMTF's established practices.

303 **5.5.3 Technical specifications and standards**

304 The Technical Committee shall ultimately govern and manage all standards or specifications that a Forum
305 may require.

306 **5.5.4 Marketing and PR activities**

307 Marketing and PR needed to carry out the Forum's objectives are supplied to the Forum through the
308 DMTF Marketing Task Force.

309 **5.6 Chapters**

310 The Executive Committee forms Chapters. Chapters are coordinated through the Regional Chapter Task
311 Force. Chapters focus on issues of concern to specific geographic regions. Membership in a Chapter

312 may be restricted to DMTF members who fulfill key requirements such as paying special dues or a
313 membership fee as defined in the chapter's Rules of Procedure. Chapters are intended to be self-funding
314 (that is, they are responsible for collecting monies to pay for programs or initiatives they seek to deliver),
315 however they may request funds from their governing Committee.

316 **5.6.1 Chapter officers**

317 Chapters may establish the cadre of officer positions needed to govern; however, each Chapter must at
318 least have a chair. Officer positions may include but are not limited to chair, vice-chair, treasurer, or
319 secretary. Leadership Members who pay applicable Chapter dues are eligible to be an officer in a
320 Chapter. A Member may hold only one officer position in any given Chapter. No other categories of
321 membership have the right to be an officer in a Chapter. The Chapter chair is a member of the sponsoring
322 Committee, but may not vote unless otherwise eligible. The chair is responsible for leading other officers
323 that are elected to the Chapter. Officers in a Chapter should be elected every two years. In the event that
324 an officer in a Chapter resigns or can no longer fulfill the obligations of the office, a new officer is selected
325 according to the process defined in section 5.8.2.

326 **5.6.2 Collecting membership dues and fees; accounting services**

327 Collection of dues and fees, banking services, and accounting services are provided to the Chapter from
328 DMTF central services. All Chapter memberships will align with the DMTF's membership cycle and fiscal
329 year, and follow DMTF's established practices.

330 **5.6.3 Technical specifications or standards**

331 The Technical Committee shall ultimately govern, manage, and approve all standards or specifications
332 that a Chapter may require.

333 **5.6.4 Marketing and PR activities**

334 Marketing and PR needed to carry out the Charter's objectives will be developed in coordination with the
335 DMTF Marketing Task Force.

336 **5.7 Task Force**

337 A Task Force may be created by any Body for the purpose of producing any document or proposal to its
338 Parent Body or to perform any work, as directed by the Parent Body.

339 A Task Force may consist of one or more individuals appointed by the Parent Body; however, they do not
340 need to be members of the Parent Body.

341 Task Forces are led by a person appointed by the Parent Body, or may be elected from amongst the
342 Taskforce membership.

343 Task Forces have no minimum quorum rules and generally shall operate on a consensus basis. Votes, if
344 required during Task Force issue resolution, require only a simple majority to pass.

345 Task Forces have no standing other than to generate proposals for presentation to their Parent Body.

346 Task Forces may be disbanded at the discretion of the Parent Body.

347 Task Force formation is recorded in the minutes of its Parent Body along with the intended scope and
348 membership rules.

349 Task Force scope must be contained within the scope of its Parent Body.

350 Operation of a Task Force in all other ways operates the same as any other Body with regard to agenda
351 and minutes and other procedures.

352 **5.8 Common rules and procedures**

353 This section contains information supporting the prior sections.

354 **5.8.1 Body formation**

355 This section covers the formation of bodies such as Working Groups and Forums, referred to in this
356 section as Body.

- 357 1) Proposals for a new Body can be proposed by any three Leadership Members of the DMTF.
358 They are brought to the chair of the appropriate Parent Body. A proposal to form the new Body
359 must be submitted and an interim chair or co-chairs identified (hereafter referred to as “interim
360 chair”). The interim chair must be a Leadership Member representative. The Parent Body chair
361 then hosts a discussion with the interim Body chair(s) and the appropriate Parent Body. The
362 goals of the discussion are to determine whether the work aligns with the strategy and focus of
363 the DMTF; what existing work is available in the industry; whether cooperative relationships with
364 standards outside the DMTF might be necessary; and so on. No binding vote need be held. The
365 proposal goes to the Board for approval.
- 366 2) After the proposal for the new Body is approved by the Board, an announcement is sent to all
367 Leadership Members by the Committee chair soliciting interested participants to attend one or
368 more formation meetings or teleconferences. The purpose of these meetings is to craft an initial
369 charter for the Body (see charter content 5.8.7.1), goals, deliverables, timeline, and Rules of
370 Procedure (see Rules of Procedure 5.8.10), if applicable. An interim group page is created on
371 the DMTF web site to facilitate discussion and coordinate meetings. At least three Leadership
372 Members must express interest to continue to the next step.
- 373 3) The chair of the appropriate Parent Body is responsible for providing insight and observations
374 about the DMTF, any requested help in anticipating Committee and Board questions and
375 responses, and answers to procedural questions.
- 376 4) At the conclusion of the meetings, the interim chair submits the proposed initial charter and
377 Rules of Procedure, if applicable, to the chair of the appropriate Parent Body along with
378 proposed goals and an initial timeline. In addition, the interim chair must identify at least three
379 Leadership Members that remain committed to the ongoing work. The Parent Body chair then
380 verifies the submitted information. If no issues exist, the charter and list of committed
381 Leadership Members are sent to the Parent Body for Ballot following the normal Ballot process.
382 The charter and Rules of Procedure go to the Board for approval. Issues with the Body’s
383 proposed charter, Rules of Procedure and list of committed members should be raised in the
384 initial Ballot and then worked to closure.
- 385 5) After Board approval of the Body’s initial charter and Rules of Procedure, the appropriate
386 Committee chair sends a second announcement to all DMTF members indicating the formation
387 of the new Body and the timing of its first meeting. At the formation meeting for the Body, the
388 charter and list of committed members are reviewed (and possibly amended); the chairing
389 method for the Body is decided (single chair, chair and vice chair, or co-chairs); the official chair
390 nomination process is started; and work on the deliverables commences. Meeting times for the
391 new Body should also be discussed and Balloted if agreement during the meeting is not
392 reached.
- 393 6) At the Body’s first meeting, any chairs, vice-chairs, co-chairs or other officers are elected
394 according to the procedure in section 5.8.2.

395 **5.8.2 Quiescing and reactivating a Body, de-chartering**

396 **5.8.2.1 Quiescing**

397 Should a Body become inactive for a period of time or plan to become inactive, the Body may be
398 quiesced as follows:

- 399 • The Body's chair may make a request to its Parent Committee's chair that the Body be
400 quiesced. A motion is made to quiesce the Body at the parent Committee and a vote is held.
401 Upon parent Committee approval, the request is forwarded to the Board for approval.
- 402 • After Board approval, an announcement is sent to all the DMTF members indicating that the
403 Body is quiesced and the web location of its archived information. Questions regarding the work
404 and deliverables of the Body can continue to be mailed to the DMTF list through the [Contact](#)
405 page.
- 406 • If the Body has funds under its management, such as potentially Chapters or Forums, those
407 accounts shall be settled and any excess shall be returned to the DMTF general fund. No
408 reserve shall be carried forward.

409 **5.8.2.2 Reactivating**

410 Bodies that have been quiesced may be reactivated as follows:

- 411 • The Body's former chair, or a former member if no chair is available, and a minimum of three
412 additional members shall make a request to reactivate to its Parent Committee.
- 413 • The Parent Committee shall vote. Upon an affirmative vote, the request will be passed to the
414 Board for approval.
- 415 • After Board approval, an announcement is sent to all the DMTF members indicating that the
416 Body has been reactivated and the web location of its archived information.

417 **5.8.2.3 De-chartering**

418 Any Body that has been inactive for a period of three years shall be de-chartered by an affirmative vote of
419 the Board at any meeting subsequent to the three-year anniversary of inactivity or at the Board's
420 discretion. It is not necessary that the Body be quiesced at the time of de-chartering.

421 Previously created and archived materials remain as part of the permanent record; however, for the Body
422 to become reactivated, a new charter must be created that specifies the continuation of the work of the
423 previously de-chartered Body.

424 **5.8.3 Chair and officer elections**

425 The following section applies to the selection of chairs, co-chairs, vice-chairs and other officers. No
426 Member may hold more than one chair or officer position in a particular Body.

427 **5.8.3.1 Electing Officer**

428 The Electing Officer shall be the Parent Committee's presiding officer for chair, vice-chair, and co-chair
429 elections. The Electing Officer for other officers shall be the Body's presiding officer.

430 **5.8.3.2 Order of Elections**

431 If the Body's chairing model is single chair or chair and vice-chair, then the election for chair shall occur
432 before any other election. If the Body's chairing model is co-chair, then the co-chair election shall occur
433 before any other election.

434 **5.8.3.3 Election Procedure**

- 435 • The Electing Officer announces by email to the Body's mailing list that nominations for the
436 vacant position(s) are being solicited. Nominations can be submitted at a meeting or by email to
437 the Electing Officer's alias. Nominations shall be open for a minimum of five business days after
438 announcement to the Body's email list.
- 439 • At the meeting following the close of the nomination period, the Electing Officer announces the
440 list of candidates nominated for each vacancy. Candidates may describe their background and
441 interest in the role. If multiple nominees for a vacancy exist, the winning candidate is selected
442 through an email Ballot to the Electing Officer's alias. Each Member may vote once for each
443 vacancy on the Ballot, provided that each vote is for different persons.
- 444 • If only one candidate exists for a vacancy, a default selection is made and announced.
445 Members may voice objections to the default selection by email to the Electing Officer's alias
446 within five business days of the announcement. Should an objection be received, an attempt
447 shall be made to resolve it. If resolution is not possible, then an election shall be held after
448 another five business day call for nominations. Such election shall be held even though only
449 one candidate stands. A simple majority of the votes is sufficient to elect the candidate.
- 450 • If multiple candidates exist for a vacancy, then the candidate with a simple majority of the votes
451 is selected. If no candidate has obtained a simple majority, then there shall be a run-off election
452 between the two candidates with the most votes. The Electing Officer at the conclusion of each
453 round of voting shall disclose the total number of votes cast for each vacancy as well as the
454 number of votes achieved by each candidate.
- 455 • In the case of the simultaneous election of two co-chairs, each Member shall have the
456 opportunity to cast two votes, each of which must be cast for different persons. Any candidate
457 that receives a number of votes greater than 50% of the number of Members that cast votes is
458 elected. If one position remains unfilled, then there shall be a run-off election between the
459 remaining two candidates that had received the most votes. Should there remain unfilled
460 positions, then each co-chair shall be voted sequentially and the candidate with a plurality of
461 votes shall be elected.

462 **5.8.4 Chair responsibilities**

463 This section covers the responsibilities of a chair, vice-chair, or co-chair.

- 464 • The chair is responsible for acting as the presiding officer for all meetings and ensuring that all
465 DMTF policies and procedures are followed.
- 466 • The chair is responsible for attending meetings of the Body and providing reports to the Parent
467 Body.
- 468 • The chair is responsible for informing the Parent Body of the progress, schedule, and status of
469 the specific technologies or programs under development by the Body and its subordinate
470 bodies on a monthly basis.
- 471 • As goals, schedules, and deliverables change, the chair is responsible for providing that data for
472 publication on the Body's public web page by sending the request with all necessary information
473 through the approvals required of an Informative Document (6) and ultimately to [tc-
474 support@dmf.org](mailto:tc-support@dmf.org) for publication.
- 475 • The chair is responsible for bringing Body issues to the Parent Body for resolution and Body
476 deliverables to the Parent Body for forwarding to the DMTF Board through the organization for
477 publication.
- 478 • The chair is responsible for maintaining email lists and rosters for the Body.
- 479 • The chair is responsible for ensuring that accurate minutes of each meeting are taken and
480 posted on the "Members Only" web site, together with pertinent documents. If a Body chooses

- 481 to rotate responsibility for recording minutes amongst its participants, each such Member is
482 required to join in the rotation.
- 483 • The chair is responsible for seeing that meeting attendance is tracked by using the tracking tool
484 in the Body's area of the web site.
 - 485 • The chair is responsible for ensuring that an accurate record of the status of all specifications
486 owned by the Body is maintained.
 - 487 • The chair is responsible for ensuring the Body and all subordinate Bodies are operating within
488 their charters and those charters are up to date.
 - 489 • The chair is responsible for publishing the agenda two business days prior to meetings and
490 ensuring that all collateral material for discussions are published two business days prior to
491 meetings.
 - 492 • The chair is responsible for declaration of voting results.
 - 493 • The chair is responsible for Alliance Partner Work Register ([DSP4003](#)) responsibilities and
494 milestones as declared in the Work Registers.
 - 495 • The chair is responsible for ensuring adherence to the DMTF Recording Policy.
 - 496 • The chair is responsible for ensuring that the Body and all subordinate Bodies have a vice-chair
497 or co-chair that can assume the role of chair upon a vacancy or absence of the chair.
 - 498 • The chair is responsible for coordinating with the DMTF Marketing task force so that press
499 releases or other distribution of information related to those documents produced by the group
500 are properly targeted and issued in a timely manner.
 - 501 • The chair shall ensure that an appropriate Body representative capable of knowledgably
502 addressing issues or questions attend the meeting of a Parent Body that is considering an
503 action or Ballot on behalf of the Body.

504 5.8.5 Chair vacancy

505 From time to time, certain events may result in the necessity for the chair, co-chair or vice-chair of a
506 DMTF Body to vacate. The following section indicates circumstances when chair changes are warranted
507 and how they should be managed:

- 508 1) When the chair, co-chair or vice-chair leaves or changes their relationship with the Leadership
509 Member that they represent (other than through a merger or buyout), the position held by that
510 person must be vacated and a new election held; or in the case of a Committee, a new Board
511 appointment is made.
- 512 2) When a Body changes chairing model, the rules in section 5.8.6 require that an election be
513 held.
- 514 3) When a Leadership Member is purchased by, or merged with, another Leadership Member and
515 the co-chairs or the chair and vice-chair now represent the same Leadership Member, one of
516 the positions must be vacated and a new election held for that position; or in the case of a
517 Committee, a new Board appointment is made.
- 518 4) If no vice-chair or co-chair has been elected at the time of the vacancy, the chair of the Parent
519 Body assumes the responsibility until a new election can be completed; or in the case of a
520 Committee, a new Board appointment is made.

521 5.8.6 Chairing model changes

522 Should a DMTF Body deem it necessary to change its chairing model (which can be done any time by
523 motion in the DMTF Body), the following procedures shall be followed:

- 524 • When a Body with a single chair changes to a model with a chair and a vice-chair, the current
525 chair maintains the position and an election is held for vice-chair.
- 526 • When a Body with a single chair changes to a model with co-chairs, the current chair maintains
527 the position and an election is held for the other co-chair.
- 528 • When a Body with a chair and vice-chair changes to a model with a single chair, the current
529 chair maintains the position and the vice-chair position is eliminated.
- 530 • When a Body with a chair and vice-chair changes to a model with co-chairs, the current chair
531 maintains the positions, the vice-chair position is eliminated and an election is held for the other
532 chair.
- 533 • When a Body with co-chairs changes to a model with a single chair, the process is more
534 complex. If one chair resigns, the other chair maintains the position. Otherwise, the chairs
535 become interim chairs until an election is held for the single chair seat.
- 536 • When a Body with co-chairs changes to a model with a chair and vice-chair, the process is
537 more complex. If one chair resigns, the other chair maintains the position. Otherwise, the chairs
538 become interim chairs until an election is held for the single chair seat. The vice-chair position is
539 then filled through the normal election process.

540 5.8.7 Charters

541 All Bodies must have a Board-approved charter that defines the scope of work to be performed by the
542 Body. Charter format shall be according to that defined in the [Charter Template](#).

543 5.8.7.1 Charter content

544 Charter scope includes the following:

- 545 • Purpose, technology area, problems to be solved, and anticipated work to be performed.
- 546 • General nature of anticipated deliverables such as specifications, test code, example source
547 code, schemas or other materials.
- 548 • Parent Body.
- 549 • Disambiguate the nature of the Body from any other DMTF Body.

550 Charter scope does not include the following:

- 551 • Specifically named deliverables
- 552 • Chairs
- 553 • Schedule or time-line

554 5.8.7.2 Initial charter creation

- 555 • Committee charters are set by the Board.
- 556 • The initial charters for other bodies are formed according to the initial charter procedures
557 described in Body formation (5.8.1).

558 5.8.7.3 Charter modification

- 559 • Bodies wishing to change their charters may do so by preparing the proposed new charter and
560 then obtaining Board approval (6).

561 5.8.8 Meeting notices, agenda, and materials

562 Meeting notices shall be posted on the DMTF event calendar. Meeting agenda should be included in the
563 DMTF event calendar and must be sent to the Body's email list at least two business days before the
564 meeting. Collateral material, or the material that is the subject of discussion, shall be posted at least two
565 business days prior to the start of the meeting. Bodies may decide on the frequency and nature
566 (teleconference or face-to-face) of their meetings.

567 5.8.9 Rules of Order

568 DMTF Bodies shall operate according to the rules contained in the current edition of Robert's Rules of
569 Order Newly Revised (RONR) unless those rules are inconsistent with the [DMTF Bylaws](#) or any rules or
570 processes that are defined in this document.

571 5.8.10 Rules of Procedure

572 Bodies may establish additional Rules of Procedure that may apply to themselves, to their child Bodies,
573 or to both. Rules of Procedure may include specific additional processes that must not be inconsistent
574 with DMTF Bylaws, policies, or this document. Any Member may escalate a Rules of Procedure that they
575 believe contradicts DMTF Bylaws, policies, or this document by means of the Escalation Procedure
576 (5.8.11). All effective Rules of Procedure for any Body must be accessible from the Body's public facing
577 web page. Rules of Procedure are approved by the Board (6).

578 5.8.10.1 Financial rules

579 Forums and Chapters may establish additional fees for the purpose of funding their activities.
580 Participation in such Bodies may be subject to payment of the fees described in their Rules of Procedure.

581 5.8.10.2 Other rules

582 The following is a non-exclusive list of the types of items that might be contained in a Body's Rules of
583 Procedure:

- 584 • Procedures for submitting items for consideration and the forms attendant thereto.
- 585 • Specification of tools to be used for test, document generation, or otherwise in the pursuit of the
586 Body's Charter.
- 587 • Naming conventions, or other sorts of conventions necessary for the orderly pursuit of the
588 Body's Charter.

589 5.8.10.3 Prohibited rules

590 No Rules of Procedure document may:

- 591 • Violate any provision of the DMTF Bylaws, policies, or this document.
- 592 • Diminish any Member's rights as defined in DMTF Bylaws, policies, or this document, including
593 those rights that accrue based on their membership level.
- 594 • Include any provision disapproved by the Board through escalation or prior escalation.

595 5.8.10.4 Rules of Procedure approval

596 The proposing Body's Parent Committee approves Rules of Procedure.

597 Committee-approved Rules of Procedure go into effect 31 days past approval to permit potential
598 escalations by objecting Members.

599 Once a Member notifies the chair that an objection to a Rules of Procedure document not currently in
600 effect is being escalated, the proposed Rules of Procedure shall be stayed until the escalation completes.

601 **5.8.11 Escalations**

602 When an action taken or not taken by a Body or Member is alleged to be in violation of the policies,
603 processes, and procedures set forth by the DMTF, Members should attempt to resolve the disagreement
604 within the Body. If resolution is unsuccessful, the dispute must be documented in the Body's minutes. Any
605 Member may appeal by means of an escalation. The creation of an escalation results in review of the
606 situation and resolution by the Parent Body.

607 **5.8.11.1 Responsibilities**

608 When a Member raises an escalation, it is the responsibility of the chair of the Parent Body to place the
609 issue on the agenda for discussion within the earlier of the next 3 regular meetings or 30 days.

- 610 • The Parent Body chair must inform the originating Body chair and the escalating Member of the
611 escalation as to when it will be on an agenda for discussion. During that agenda slot, the
612 originator and origin Body's chair are invited to attend regardless of normal participation rights.

613 **5.8.11.2 Escalation requirements**

614 The complaint should state the nature of the objection(s) in writing, including any direct and material
615 adverse effects upon the appellants; the relevant section(s) of the DMTF policies, procedures, or
616 processes at issue; the actions or inactions at issue; and the specific remedial action(s) that would satisfy
617 the appellants' concerns.

618 **5.8.11.3 Timeline**

619 An escalation must be raised within 30 days of the contested action.

620 **5.8.11.4 Further escalation**

621 If the Member escalating an issue is dissatisfied by the decision of the Parent Body, the escalation may
622 be raised to the next level in the organization.

623 **5.8.11.5 Final decisions**

624 Escalations that reach and are decided by the Board of Directors are final.

625 **5.8.12 Voting**

626 The voting processes are designed to be adaptable to the size of the Body, the nature of the question,
627 and efficiency of operation. In the case where there is a manageable number of voters and the chair is
628 satisfied that the minimum number of voters necessary for the type of Body are present, a call for
629 unanimous consent is in order and may be used as determined by the chair. If there exists an objection, a
630 vote is taken.

631 **5.8.13 Vote counting**

632 Vote counting may be by any means that the chair determines will yield an accurate count unless an
633 incidental motion specifying a particular type of counting has been passed. In no case are abstentions
634 counted or recorded.

635 Each voting Participation Member or Leadership Member may cast only one vote in any DMTF Ballot
636 conducted by any means. If a Participation Member or Leadership Member casts more than one vote, the
637 chair shall select the vote cast by the Primary Voter. If the Primary Voter has abstained and there exists

638 conflict amongst the votes cast by Alternate Voters, the chair shall discard all votes by the Participation
639 Member or Leadership Member.

640 **5.8.14 DMTF majority rules**

641 All motions in the DMTF, unless specified herein, require a 2/3 majority of votes cast to pass. In addition,
642 there shall be a minimum of four votes cast by votes taken by a Committee unless specified by the Board;
643 all other bodies shall have a minimum of three votes cast. A Body may decide to reduce this majority rule
644 to those majorities stipulated in RONR by means of a motion to waive the 2/3 rule, which shall pass with a
645 minimum of a 75% majority.

646 **5.8.15 Motions related to methods of voting**

647 Any member may make an incidental motion to specify a voting mechanism during debate on a question
648 or at any time until but not after the question on another motion has been stated. This incidental motion
649 shall require a simple majority to pass (RONR §30).

650 Typical incidental motions include:

- 651 • Motion for an Electronic Ballot q.v.
- 652 • Motion for a standing vote (or show of hands)
- 653 • Motion for a roll-call vote

654 **5.8.16 Requesting another Body to Ballot**

655 Should a vote be solicited of a Body other than the originating Body, such as a Ballot request to a Parent
656 Body, an email containing all the particulars shall be sent to Ballot-request@dmtof.org requesting that a
657 Ballot be opened to implement that request.

658 **5.8.17 Electronic Ballots**

659 Because RONR discusses but does not specify the procedures for Electronic Ballots, the rules governing
660 Electronic Ballots are described herein.

661 **5.8.17.1 Validity**

662 Electronic Ballots have equal weight and validity to other voting mechanisms described in Robert's Rules
663 of Order Newly Revised.

664 **5.8.17.2 Electronic Ballot lifecycle**

- 665 • A motion that will be decided by Electronic Ballot is made, discussed, and potentially amended.
- 666 • An Electronic Ballot is opened by the chair during, or subsequent to, the meeting.
- 667 • The Electronic Ballot remains open for the time agreed unless extended.
- 668 • Votes may be made or changed until the result is declared.
- 669 • In the meeting in which the Electronic Ballot is scheduled to close, or subsequent to the
670 scheduled closure of an Electronic Ballot, but before it is declared, comments may be discussed
671 and voters may change their votes.
- 672 • After all vote changes have been made, the chair declares the result.

673 5.8.17.3 Amendments

674 Motions that are to be decided by Electronic Ballot may only be amended until the question has been
675 called. The question, as well as any associated references or documents, shall remain static for the
676 duration of the Electronic Ballot and shall be documented therein.

677 5.8.17.4 Comments

678 Comments, when appropriate, may be considered at the discretion of the chair whether or not the vote
679 associated with the comment was counted or if the comment is associated with an abstention. Those
680 wishing to comment who are not Leadership or Participation Members may do so by means of an
681 abstention with comment.

682 5.8.17.5 Incorporation of comments

683 Although comments are encouraged to receive the widest possible review, the question, including
684 attachments and associated documents, shall not be altered during comment disposition. A new Ballot by
685 any permitted means is required to approve a question or document with changes that are the result of
686 comments received during the process of an Electronic Ballot.

687 5.8.17.6 Duration

688 Electronic Ballots shall be open for a period of no less than 152 hours (six days plus eight hours). An
689 incidental motion made prior to declaration by any member and agreed to by simple majority may extend
690 the duration. Implicitly, Electronic Ballots are open until the results are declared in the next meeting of the
691 Body after the agreed closure time has expired or a meeting scheduled for an interval that includes the
692 scheduled closure time occurs.

693 5.8.17.7 Closure and declaration

694 If an Electronic Ballot closes between meetings of the voting Body, the declaration of the Ballot must be
695 part of the next meeting of that Body. It is recommended that chairs set up the Electronic Ballot to close
696 during the meeting itself. The following procedures are for closing and declaring the results of the
697 Electronic Ballot:

- 698 • The early part of the agenda for the voting Body must include an item for closing Electronic
699 Ballots.
- 700 • The voting Body may discuss any comments made during the Balloting period.
- 701 • Members of the voting Body may either cast or change their existing vote. The responsibility for
702 recording this change falls upon the chair. The votes shall be recorded in the Electronic Ballot.
- 703 • The chair of the voting Body closes the Electronic Ballot and declares the results.

704 5.8.17.8 Recording of Electronic Ballots

- 705 • Motions subject to Electronic Ballot are recorded in the minutes of each meeting in which an
706 action is taken with respect to that Electronic Ballot.
- 707 • The question, as well as the decision to perform an Electronic Ballot, are recorded in the
708 minutes of the meeting in which they are made.
- 709 • Incidental motions to extend the closure of an Electronic Ballot are recorded in the minutes of
710 the meeting in which they are made.
- 711 • The results of an Electronic Ballot are recorded in the minutes of the meeting in which they are
712 declared.

713 5.8.17.9 Responsibility to manage

714 Electronic Ballots shall be opened, managed, and closed by the chair or designee.

715 5.8.17.10 Identification of Electronic Ballots

716 Electronic Ballots shall be distinguished from other forms of information gathering, such as preference
717 polls, requests for comments, or other informal polls, by starting the text of the question with "Motion to";
718 shall state the question upon which the Body is voting; and shall have voting options of yes, no, and
719 abstain. Any other use of electronic voting facilities shall not be considered Electronic Ballots under this
720 section.

721 5.8.18 DMTF recording policy

722 DMTF meetings of any Body may not be audio or video recorded under any circumstances:

723 5.8.19 Minimum requirements for meeting minutes

724 All meetings of any DMTF body, when that Body has adequate participation to permit decisions, must
725 result in minutes that record decisions made. The contents of such minutes follow rules established in
726 RONR 11th ed.

727 5.8.19.1 Meeting minutes format

728 The preamble to the minutes shall include:

- 729 • The kind of meeting – regular, special, adjourned regular or adjourned special; and
- 730 • The name of the Body; and
- 731 • The date and time (hour) of the meeting; and
- 732 • The location of the meeting in the case of a face-to-face meeting or simply the notation that it
733 was a teleconference if there was no physical location; and
- 734 • The fact that the regular chair, vice-chair, or co-chair and secretary (minute-taker) were present
735 or, if not, the name of the persons serving in these capacities; and
- 736 • Whether the minutes of the previous meeting(s), identified by date, were approved as posted or,
737 if corrected, the notation that they were approved as corrected. Corrections are made in the
738 minutes of the previous meeting and not detailed in the current minutes.

739 The body of the minutes shall include:

- 740 • A separate paragraph for each subject.
- 741 • The wording of each main motion as adopted or otherwise disposed of, as well as the name of
742 the mover. The seconder (if any) is not recorded. Motions that are withdrawn are not recorded.
743 The existence of motions to amend or of debate may be recorded but only parenthetically.
- 744 • If a main motion is disposed of temporarily, then any motions to amend and secondary motions
745 that adhere to the main motion are recorded that are pending at the time of disposal.

746 The minutes shall end with the hour of adjournment.

747 Significantly more detail is provided in RONR (11th ed.) §48.

748 **6 DMTF release process, document information, and file formats**

749 Documents are sorted into classes and a procedure is defined in this section for each class. The classes
750 are:

751 a) Normative documents such as:

- 752 • DMTF Standards
- 753 • DMTF Informative Standards
- 754 • Schemata

755 b) Informative documents such as:

- 756 • Presentations
- 757 • White papers
- 758 • Posters
- 759 • Software
- 760 • Use-cases or requirements
- 761 • Marketing material for distribution to the DMTF Membership

762 c) Policy documents such as:

- 763 • This document
- 764 • Other documents defining DMTF processes or procedures
- 765 • Corporate policies
- 766 • Charters
- 767 • Body Rules of Procedure
- 768 • Marketing material for public distribution
- 769 • Budgets
- 770 • Contracts and their addenda

771 **6.1 Overview**

772 The steps in the release process for a normative document are as follows:

- 773 • DSP identifier acquisition (6.2)
- 774 • Development (6.3)
- 775 • Work in Progress (recommended) (6.4)
- 776 • Technical Committee approval (6.6)
- 777 • IP solicitation (6.7) and parallel Board approval (6.8)
- 778 • Publication (6.9)

779 The steps in the release process for an Informative document are as follows:

- 780 • DSP identifier acquisition (6.2)
- 781 • Development (6.3)
- 782 • Work in Progress (recommended) (6.4)

- 783 • Parent Committee approval (6.5)
- 784 • Publication (6.9)
- 785 The steps in the release process for a Policy document are as follows:
- 786 • DSP identifier acquisition (6.2)
- 787 • Development (6.3)
- 788 • Work in Progress (potential) (6.4)
- 789 • Parent Committee approval (6.5)
- 790 • Board approval (6.8)
- 791 • Publication (6.9)

792 **6.2 DSP identifier, acquisition, transfer, disposal**

793 Applies to document classes:

- 794 • Policy documents
- 795 • Normative documents
- 796 • Informative documents

797 As exceptions, the following documents do not require DSP identifiers:

- 798 • Charters
- 799 • Rules of Procedure
- 800 • Press releases or other marketing collateral
- 801 • Newsletters or other Member communications
- 802 • Posters, brochures, or other graphics for promotional display or distribution
- 803 • Web pages
- 804 • Bylaws or any other corporate document or filing

805 DSP identifiers are used to identify all applicable DMTF documents. At most one editing body may have
806 ownership of any DSP identifier at a time. A document request (DR 6.2.1) is used to acquire a new DSP
807 identifier, dispose of one previously acquired but unused, obtain ownership for the document associated
808 with a DSP identifier, obtain approval of a new schema name, or to change the document's name or
809 disposition. The Editing Body's Parent Committee must approve DRs before any work begins in an
810 Editing Body.

811 **6.2.1 Document Request (DR) content and format**

812 DRs must be created by using the [DR template](#). The content of this template includes:

- 813 • Chair(s) of the Body requesting the DSP identifier
- 814 • Document Class being requested (Normative, Informative, Policy)
- 815 • Name of the associated document
- 816 • DSP identifier if previously issued
- 817 • Name of the Editing Body
- 818 • Date the request began

- 819 • Action requested: Issue DSP identifier | Transfer Ownership | Return DSP identifier
- 820 • Background rationale for the accompanying document
- 821 • Intention to publish or submit to (see section 6.13)

822 **6.2.2 DR preparation and submittal**

823 The Editing Body prepares the DR clearly indicating the action proposed. Once prepared, the DR should
 824 be added to the appropriate group's Document Request folder by the DR owner with a status of "Draft."
 825 Documents added to the Document Request folder are automatically named with the following format:
 826 wgabbrevDR\$docnum.\$revnum.\$extension.

827 DRs shall only be submitted by chairs.

828 DRs shall be shared with the Parent Committee prior to voting in the Parent Committee. It is best to set
 829 up the DR folder with automatic sharing with the Parent Committee.

830 **6.2.3 DR approval**

831 The Editing Body must vote to approve the DR. Once approved by the Editing Body, the DR document
 832 proceeds to the Parent Committee for approval. After the Parent Committee approves the DR, the
 833 Committee Secretary notifies the Editing Body that the DR is approved, the name of the document that
 834 was approved, and the action taken.

835 **6.2.4 DSP Number ranges**

836 DSP identifiers associated with DMTF documents fall into the following ranges:

- 837 • 0001-0999 – Technical Specifications
- 838 • 1000-1999 – Profiles
- 839 • 2000-2999 – White Papers, Technical Notes, and other informational documents
- 840 • 3000-3999 – Working Group Charters
- 841 • 4000-4999 – DMTF Process documents
- 842 • 5000-5999 – Conformance Specifications, test scenarios, and other test-related artifacts.
- 843 • 6000-6999 – Machine Readable Profiles
- 844 • 8000-8999 – Schema Representations
- 845 • IS-0000 - IS-9999 – Informational Specifications

846 DMTF documents that were approved before December 31, 2004, may have DSP identifiers that are
 847 outside of the preceding ranges. When these documents are revised, they must be changed to conform
 848 to these ranges. However, documents should not be revised only for the purpose of placing them in the
 849 appropriate number range.

850 **6.3 Development**

851 Applies to document classes:

- 852 • All document classes

853 Prerequisites:

- 854 • DSP Identifier has been issued if required (6.2).

855 When an Editing Body is in the process of developing a document, the document shall have a document
856 status of "Draft" and a confidentiality notation of "DMTF Confidential." A document remains in
857 development until published.

858 **6.4 Work in Progress**

859 Applies to document classes:

- 860 • All document classes

861 Prerequisites:

- 862 • A document in Development (6.3)
- 863 • A vote in the Editing Body to publish a Work in Progress release

864 Working Groups are encouraged to publish Work in Progress documents early and often. An interval
865 between publications of Work in Progress documents of three months is considered usual. A Work in
866 Progress release may contain any degree of change.

867 **6.5 Parent Committee approval**

868 Applies to document classes:

- 869 • Informative documents
- 870 • Work in Progress documents

871 Prerequisites:

- 872 • Work is complete for the candidate document.
- 873 • Substantially all non-deferred issues have been resolved.
- 874 • Editorial review in a manner acceptable to DMTF Admin has been completed.
- 875 • A vote in the Editing Body to release the document has passed.

876 Exceptions:

- 877 • Work in Progress documents may have any number of open issues.
- 878 • Work in Progress documents do not require editorial review.

879 The Parent Committee Ballots the document for publication to assure that it is within the Editing Body's
880 scope as defined in the charter, and that process has been followed in its production. Documents with
881 obvious quality problems may be rejected on that basis.

882 **6.6 Technical Committee approval**

883 Applies to document classes:

- 884 • Normative documents

885 Prerequisites:

- 886 • Work is complete for the candidate document.
- 887 • Substantially all non-deferred issues have been resolved.
- 888 • Editorial review in a manner acceptable to DMTF Admin has been completed.
- 889 • The Editing Body has voted to release the document.

890 The Technical Committee Ballots the document for publication to assure that it is within the Editing Body's
891 scope as defined in the charter, and that process has been followed in its production. Documents with
892 obvious quality problems may be rejected on that basis.

893 All normative document approval Ballots shall be electronic and shall be open for at least 7 days. Upon
894 the opening of a normative document Ballot; the board of directors shall be notified by email. Normal and
895 usual voting methods for electronic Ballots are observed (5.8.17).

896 All normative documents presented for Technical Committee review shall be, subsequent to Technical
897 Committee approval, marked with the document status of "Candidate Specification" and published as a
898 Work in Progress.

899 When the Technical Committee has approved the normative document, it shall be forwarded directly to
900 DMTF Admin for publication pending completion of IP Solicitation and Board approval, which should
901 occur in parallel to the extent possible.

902 **6.7 IP solicitation**

903 Applies to document classes:

- 904 • Normative documents

905 Prerequisites:

- 906 • Technical Committee has approved the document for publication.

907 The Technical Committee shall determine if an IP solicitation is needed on any draft normative document
908 presented for approval. An IP solicitation is required for any new normative document and may be
909 indicated if changes made by the Editing Body result in new feature or function. The Technical Committee
910 may decide that no IP solicitation is required if the Editing Body makes such a recommendation and
911 changes from a previously approved version contain no substantive modifications to function or feature.

912 The chair of the Technical Committee sends the candidate document and a notice asking for claims of
913 essential patent rights to the DMTF Membership. The DMTF IP solicitation period closes 30 days after the
914 notification is sent.

915 If no claims of essential patent rights are received by DMTF Admin upon the expiration of the IP
916 solicitation period, the document shall then be published.

917 If claims of essential patent rights are received, then DMTF Admin shall halt publication and shall inform
918 the Technical Committee which shall then follow the steps as defined in the DMTF Patent and
919 Technology Policy (DMTF Patent and Technology Policy). No publication is permitted until those steps
920 have been completed.

921 **6.8 Board approval**

922 Applies to document classes:

- 923 • Policy documents
- 924 • Normative documents

925 Prerequisites:

926 Parent Committee approval has been achieved.

927 Procedure:

928 The document is added to the agenda of the next board meeting. It is the responsibility of the approving
929 committee chair to assure that the document is raised for a vote at the next board meeting. The document
930 must be made available to the board in time for a reasonable review prior to the board meeting.

- 931 • If the board approves the document, it shall be forwarded to DMTF Admin for publication.
- 932 • If the board rejects the document, it shall be returned to the Editing Body with comments, if any.
- 933 • If the board fails to act on the document, it shall be added to the agenda for the next board
934 meeting in the early part of the agenda.

935 **6.9 Publication**

936 Applies to document classes:

- 937 • Policy documents
- 938 • Informative documents
- 939 • Normative documents

940 The DMTF publication process proceeds after there are no more approvals.

941 The secretary or chair of the final approving body forwards the document to DMTF Admin who then
942 produces and publishes the final version of the document.

943 The steps in publication include the following activities.

- 944 • Pre-publication cleanup
945 Consists of assuring correct front-matter format and content, change of document status and
946 publication date, removal of confidentiality notifications, and removal of the version identification
947 except for Work In Progress releases.
- 948 • Archiving
949 DMTF Admin will copy the document to a secure location for long-term storage.
- 950 • If a normative document, and an IP solicitation was required, hold publication until verification of
951 successful completion of the IP solicitation.
- 952 • Movement to the published document location on the DMTF web site
953 DMTF Admin will publish the document on the DMTF web site.

954 Specifications are published and a URI is generated for the document according to the document
955 name(6.11). The document is then published on the “published documents” page and added to the
956 appropriate document directory.

957 **6.10 Front matter, numbering, and versioning for DMTF documents**

958 **6.10.1 DMTF document front matter, headers, footers**

959 Applies to document classes:

- 960 • Normative documents
- 961 • Informative documents
- 962 • Policy documents

963 Exceptions:

- 964 • Charters
- 965 • Rules of Procedure
- 966 • Press releases or other marketing collateral
- 967 • Newsletters or other Member communications
- 968 • Posters, brochures, or other graphics for promotional display or distribution
- 969 • Web pages
- 970 • Bylaws or any other corporate document or filing
- 971 • Marketing materials

972 DMTF documents must begin with a front page that shall contain the following information. These items
973 are included in the document template.

- 974 • Title
975 The title of the document as registered when the DSP identifier was obtained.
- 976 • DSP identifier
977 This must be the DSP identifier obtained according to the policy described in 6.2.
- 978 • Version number
979 This version number must comply with the guidelines in 6.11.
- 980 • Date
981 This must be the effective date of the document.
- 982 • Logo
983 A DMTF logo should be included on the title page.
- 984 • Document Class
985 "Policy," "Normative," or "Informative."
- 986 • Document Status
987 "Draft," "Work in Progress," "Candidate Specification" or "Published."
- 988 • Document Disclaimer if any
989 In the case of DMTF Works in Progress it shall be:
990 "IMPORTANT: This document is not final. It does not necessarily reflect the views of the DMTF or its
991 members. Because this document is a Work in Progress, this document may still change, perhaps
992 profoundly and without notice. This document is available for public review and comment until
993 superseded."
994 • Documents Superseded, if any
995 • Document Language
996 • "DMTF Confidential" label for all DMTF documents prior to public release by DMTF

997 Page 2 of the document shall contain the following information:

- 998 • DMTF Copyright Notice
- 999 • DMTF Patent Policy Notice (DMTF Patent and Technology Policy)

- 1000 • Notice that “The English version of this specification is the only normative version”
 1001 • Notice that all feedback or comment is to be provided through the DMTF Feedback Portal
 1002 <http://www.dmtf.org/standards/feedback>

1003 Page headers shall contain:

- 1004 • DSP identifier
 1005 • Document Title

1006 Page footers shall contain;

- 1007 • Page number
 1008 • Confidentiality notation
 1009 “DMTF Confidential” unless published as final or as a Work in Progress
 1010 • Status
 1011 “Draft,” “Work in Progress,” or “Published”
 1012 • Version number

1013 **6.10.2 Exception for non-display formats**

1014 Non-display formats such as XML files, source codes, and other machine-readable formats shall contain
 1015 a comment or a file within its collection that contains the same information as in 6.10.1 above; however,
 1016 the DMTF Logo is optional.

1017 **6.11 Document numbering and versioning, and filenames**

1018 **6.11.1 Versioning**

1019 Versioning of DMTF documents takes the form *m.n.u*[*d*], where:

- 1020 *m* represents the major version identifier in numeric form. This number starts at 1 for new
 1021 documents. A change in this number representing an update to the document indicates that the
 1022 document contains changes that are not compatible with prior versions.
- 1023 *n* represents the minor version identifier in numeric form. This number starts at 0 for new
 1024 documents. A change in this number representing an update to the document indicates that the
 1025 document contains changes that are compatible with prior versions.
- 1026 *u* represents the update (errata or coordination changes) in numeric form. This number starts at 0
 1027 for new documents. A change in this number representing an update to the document indicates
 1028 that the document contains changes that are corrections to errors in prior versions or changes
 1029 in coordination with other documents. This digit may not be changed for Work in Progress
 1030 documents.
- 1031 *dd* represents the draft level in alphabetic form. This indicator is required for DMTF draft
 1032 documents and Work in Progress releases.

1033 Updated versions of documents must have one of these digits or letters changed from prior versions in
 1034 increasing order; gaps in the order are permitted.

1035 Published documents are represented using only numeric entries (for example, 2.1.0 or 2.2.1).

1036 All DMTF document in draft status must have the draft level identified. Any references to the specification
 1037 version must include the alpha identifier (*dd*) appended to the identifying version number. Drafts are

1038 denoted starting with a single alpha character and, if necessary, progressing to two-letter notation: a, b, c
 1039 ... x, y, z, aa, ab...zz.

1040 **6.11.2 File names**

1041 The filename for published DMTF documents should use this format:

1042 "DSP"<4 digit document number>"_ "<m>". "<n>". "<u>" "<t>". "<file extension>" where:

1043 **t** is the two letter ISO language identifier as specified in ISO 639-1:2002.

1044 The language identifier, **t**, and the preceding “-“ may be omitted in English-language normative
 1045 documents but are required for all translations..

1046 Additionally, this information must be embedded inside the specification itself. When specifying the
 1047 document number for DMTF specifications numbered below 1000, the leading zero must be specified.
 1048 For example, "DSP0825_1.0.0.pdf" is correct, while "DSP825_1.0.0.pdf" is not.

1049 **6.12 Accepted file formats**

1050 DMTF sources should be in one of the formats indicated in Table 2 – Accepted source formats.

1051 **Table 2 – Accepted source formats**

Source Type	Approved Formats
MOF	UTF-8 text format
UML	XMI
Diagrams	Visio or ODF
Presentations	PowerPoint, Visio, or ODF
Specifications	Word (.doc, .docx), ODF, HTML, UTF-8 or UTF-16 text format, or Visio
Source Code	UTF-8 text format

1052 Note that source for graphical representations of UML or for class or instance diagrams can be either XMI
 1053 or Visio.

1054 The Editing Body must submit DMTF documents for approval in a format indicated in Table 3 – Permitted
 1055 published formats. The Editing Body must also provide access to the document source.

1056 **Table 3 – Permitted published formats**

Artifact Type	Approved Formats
Source Code and other machine readable artifacts	UTF-8 text, or as required
UML	PDF
Specifications, DMTF Standards, White Papers, Technical Notes	PDF and HTML

1057 Supplemental information may be provided in HTML (for example, hyperlinked MOF documentation),
 1058 UTF-8 text format (for example, XML MOF rendering), PDF, Visio, or as appropriate for the intended use.

1059 Published artifacts or collections of artifacts, may be provided in compressed (.zip) format for download
 1060 convenience.

1061 **6.13 Document disposition**

1062 DMTF documents, after reaching their final approval at either the Board or the Committee levels, are
1063 usually published through the DMTF web site. Some circumstances require that DMTF documents be
1064 released in an alternate manner instead of, or in addition to, publication on the DMTF web site, for
1065 example, when a document is released to another entity. This section describes the requirements and
1066 methods for the dispensation of documents.

1067 **6.13.1.1 Submission and transfer**

1068 When the document is intended to be either transferred or submitted to another organization, the
1069 document needs to have a statement regarding the nature of the submission or transfer and a statement
1070 about copyright grant. This statement can be either a part of the document or a separate document, such
1071 as a cover letter. An IP disclaimer should be included if the document is a specification. If included, the
1072 document is subject to approval by DMTF legal counsel before release.

1073 Documents intended to be submitted or transferred to another organization are subject to DMTF Board
1074 approval regardless of Document Type and Final Document Status.

1075 **6.13.2 Availability of document versions and obsolescence**

1076 The release of a new version of a specification, white paper, or document does not make previous
1077 versions obsolete. Versions become obsolete when the market no longer requires them. The underlying
1078 goal is upward compatibility between versions. This goal should be approached with caution because
1079 maintaining upward compatibility between versions may not always be possible.

1080 Updates to a specification, white paper, or document are submitted to the Editing Body. Each
1081 specification must contain a change history. (For graphical documents, such as UML diagrams, that are
1082 not conducive to including a change history, this history is included in the MOF file.) The status of these
1083 documents must be indicated as "Work in Progress," "Informational," "DMTF Draft Standard," or "DMTF
1084 Standard." A change log and completed Change Request forms must be maintained for all specifications,
1085 white papers, and documents.

1086 Specifications and other documents that have reached a level of maturity where they are no longer
1087 actively being updated should be posted to a section of the DMTF web site dedicated to "historical"
1088 documents. The web site must contain information indicating that this specification is still relevant to the
1089 industry but new versions should not be expected. Specifications that are greater than five years old and
1090 are DMTF Standard should be reviewed by the owning Parent Committee annually to see if they should
1091 be moved to this portion of the web site, but the URL to the document should not change. Previous
1092 versions of MOF Schema that are greater than two years old may fall into the "historical" category and
1093 should be treated appropriately. Note that the URI of the document should remain persistent (remain the
1094 same over time) to allow other specifications to reference DMTF Standards.

1095 **7 Issue resolution**

1096 **7.1 Issue resolution process**

1097 During the normal course of document development or approval, issues may be raised against
1098 documents. It is expected that all issues shall be resolved or addressed before the issue is closed. Issues
1099 may be raised by members of the Editing Body in committee or during Ballot, by Parent Bodies during
1100 review or approval, during the IP solicitation phase of document approval, or by external entities for
1101 Works in Progress.

1102 7.1.1 Issue tracking and recordkeeping

1103 All issues reported shall be recorded and the record kept as part of the Editing Body's permanent records.
1104 The record shall contain the following minimum information:

- 1105 • Date issue was reported
- 1106 • Issue reporter
- 1107 • Issue description
- 1108 • Date issue was resolved
- 1109 • Resolution description
- 1110 • Document revision containing resolution
- 1111 • Evidence that the issue reporter has accepted the resolution in the case of an external reporter

1112 7.1.1.1 Recordkeeping mechanism

1113 Any method may be used to track issues. The DMTF provides a number of tools that may be used;
1114 however, any method that is persistent and that may be archived can be utilized.

1115 7.1.2 Editing Body final decisions

1116 Issues are decided according to voting rules defined herein (5.8.14). In the case that a reporter does not
1117 agree with the issue resolution as proposed by the editing Body and provides a rationale that may be
1118 considered new information, a simple majority vote in the Editing body may be performed to re-open the
1119 issue. Should that simple majority vote fail, the resolution of record may be considered final.

1120 8 DMTF Management Initiatives

1121 "Management Initiative" is a term used to describe a set of activities, specifications, or documents that
1122 address a domain of DMTF organizational emphasis. Management Initiatives may be proposed by any
1123 Member, but are reviewed and approved by the Board of Directors due to the anticipated strategic
1124 importance and commitment of resources of such initiatives.

- 1125 • Management Initiatives must have technical components involving one or more Bodies.
- 1126 • Management Initiatives must have requirements for messaging or technical evangelism to
1127 promote the Management Initiative for the mutual benefit of the DMTF membership.
- 1128 • Proposals for new Management Initiatives are presented to the Board and are enacted when
1129 approved. Proposals should include the reason why it is a particularly good opportunity for the
1130 DMTF, the activities expected, a schedule, and any anticipated budget impact.

1131 8.1 Management Initiative coordination

1132 The Board may appoint a lead for the purpose of coordinating each Management Initiative. If no lead is
1133 appointed, the Marketing Taskforce shall coordinate all messaging components with the chairs of the
1134 participating Bodies.

1135 9 Information access

1136 A policy of the DMTF is to have stable information available to its members. Body members are entitled to
1137 have access to any pertinent data related to the decisions and operations of the team.

1138 9.1 Web posting

1139 It is the responsibility of the chairs to ensure that all of the data required for the work of the team is made
1140 available to all participants. Chairs accomplish this by posting to the Body's web page in the "Members
1141 Only" section of the DMTF web site.

1142 9.2 Email lists

1143 The DMTF maintains email lists for each Body for distributing information to its members. The email lists
1144 are for the internal use of the Body's members in support of their development or marketing activities.
1145 These lists are not for general dissemination of information.

1146 9.3 Information restriction

1147 The restriction of unpublished information to a Body and those that are necessary to approve publication
1148 is to protect the DMTF and all its members from partial ideas or incomplete or inaccurate information
1149 taken out of context. Participants understand the history and context of this internal information.

1150 9.4 Information dissemination

1151 Members are permitted to disseminate unreleased DMTF information within their organization as long as
1152 the information is marked as "DMTF Confidential." Confidential information should not be redistributed to
1153 any non-member without the permission of the DMTF Board of Directors.

1154 9.5 Document information

1155 Document information is generally disseminated through the DMTF web site, and the members are
1156 informed of document updates through the DMTF newsletter or other means. Access to the published
1157 document web pages is open to anyone.

**ANNEX A
(informative)**

Change log

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Version	Date	Description
1.0.0	2013-10-22	Consolidated DSP4002 and DSP4004, normalized some duplicate language, re-wrote electronic voting rules to tighten, clarify, and bring into conformance with RONR
1.0.1	2013-10-29	Corrected vote counting to "votes cast"
1.1.0	2014-03-20	Policy change on publication and expiration of WIP documents Forums may be formed by any Body Process defined for returning DSP identifiers DR form removed from DSP4014 Member level roles and rights clarified. Eliminated Sponsored Member
2.0.0	2014-10-31	Removed Technical Committee specific processes, Removed subcommittees Simplified issue tracking requirements Moved DSP number ranges Added requirements for meeting minutes Prohibited audio or video recording Defined Task Forces replacing Subteams Defined new Document Release process Defined regular means to quiesce, re-activate, and de-charter Bodies
2.1.0	2015-02-13	Changed order of document approval and IP solicitation at the Technical Committee Added an Observer role
2.2	2015-08-06	Added once more a board vote on specification releases

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